

<b>Nutrition Services</b> <b>Department of State Health Services</b>
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Effective June 1, 2002

Policy No. AUT:07.0

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## **Requests for New or Additional Computers and/or Peripherals**

### **Purpose**

To ensure program integrity and maximum efficiency by mandating all clinics and local agencies (LAs) to be automated.

### **Authority**

State Policy

### **Policy**

All clinics shall be automated to be able to utilize the Texas WIC Information Network (WIN) automated system. A minimum threshold of 50 participants (per system, not site) shall be required in order to receive computer equipment for that system.

### **Procedures**

- I. All requests for new or additional computers and/or peripherals (printers, bar code scanners, UPS, modems) shall be made in writing to the state agency (SA) and received by the SA at least 30 days prior to the date the equipment will be needed. Requests shall be evaluated by the appropriate SA help desk staff. Requests shall be processed in the order they are received.
- II. Agencies requesting stand alone PCs and notebook computers shall have a minimum of 50 participants. (For example, LAs may combine more than one site to reach the minimum required number of 50 participants and operate these sites using one computer.)
- III. Two station networks shall be provided for all clinics that reach 1200 participants. LAs shall request that a network be allocated to a clinic when it reaches this threshold. Requests shall be made in writing to the

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SA and shall be evaluated and processed by the appropriate SA help desk staff.

IV. There will be times when equipment will not be available.